



Internship Guidelines

University of Passau

for Bachelor's and Master's Programmes

Faculty of Arts and Humanities

As of: summer semester 2020

GENERAL CHARACTERISTICS OF AN INTERNSHIP

Objectives of the internship:

An internship provides students with the opportunity to gain professional experiences in an interesting field of activity before they complete their studies. This provides them with the opportunity to explore whether they are well qualified for the career path in question, to further put the qualifications acquired during their studies into practice and to present themselves to a potential future employer, all by collecting their own experiences.

Content of the internship:

The internship ought to be a job- or project-related internship, usually completed outside the university environment, in which the students work as dependent employees. It is to be completed with a private or public employer and should have a significant relation to the chosen subjects and specialisations of the degree programme or the intended professional activity. Holiday jobs and activities for merely earning a living, without any further training and learning character are not suitable as internships. The same applies to activities which do not differ from the usual activity of a student assistant. In case of doubt, please contact the responsible [internship supervisor](#) in advance.

Duration of the internship:

The duration of the internship is regulated by the study and examination regulations; a duration of **three months** is to be understood **as twelve weeks, two months as eight weeks, one month as four weeks**. The dates on the internship certificate (*Praktikumszeugnis*) are relevant for the recognition process. The duration of the internship is to be understood as a **full-time employment**; in case of part-time employment, the duration needs to be extended accordingly. Sick days, public holidays or holidays approved by the employer do not have to be reworked separately. The internship is usually completed in one coherent period.

A **division** into two internships is possible, but a partial internship (if completed with different employers) may not be shorter than four weeks.

Internship abroad:

The examination regulations determine whether the internship is to be completed in Germany or abroad. If the examination regulations explicitly require an internship abroad, it must be completed at a business location outside Germany. Foreign students may also complete the internship abroad within Germany. For internships abroad, the University of Passau offers various scholarships and support programmes. You can find more information on the [Homepage of the Centre for Careers and Competencies](#).

Timing of the internship:

The internship is usually carried out outside lecture periods. When scheduling the internship, students should avoid, as far as possible, that the internship collides with courses that require attendance. It is recommended that bachelor students complete their internship between the third and sixth semester. A semester of leave of absence (*Urlaubssemester*) can be applied for if the internship covers more than six weeks falling within the lecture period.

You can find more information on how to apply for a **semester of leave of absence** on the website of the [Student Registration Office](#).

An internship completed before commencing your studies in Passau may be recognised if it fulfils the other conditions, however, there is right of recognition. It is also possible to complete the mandatory internship as the final achievement in the degree programme, i.e. after submitting the final thesis. The last semester may be a semester of leave of absence, provided that you do not wish to take exams for the first time in that semester. This also includes resitting exam passed exams for grade improvement. Resitting failed exams, however, is also possible during a semester of leave of absence.

Recognition of comparable achievements as internships:

A successfully completed vocational training before commencing studies in Passau can be recognised as an internship if the other conditions, in particular the relevance for the study programme, are met; however, there is no right of recognition. In this case, an internship report must also be submitted in accordance with the guidelines set out below. The following occupations can usually not be recognised as internships: au-pair stays, military service, civil service, voluntary year of social services, voluntary work in associations/clubs/organisations, etc. In any case of doubt, contact the responsible internship supervisor in advance.

Search for an internship:

In principle, the students themselves are responsible for finding an internship position, agreeing on the activities during the internship and clarifying the course of the internship with the employer. The university supports them (within the scope of its possibilities) by providing advice, information and, if necessary, letters of recommendation from the Centre for Careers and Competencies and the respective internship officer.

Confirmation of mandatory internships and model contracts:

Confirmations of mandatory internships as well as model internship contracts in various languages can be found on the pages of the Centre for Careers and Competencies in the section "[All about the internship](#)". If the employer requires a signature of the university on an internship contract, contact the ZKK and ideally use the templates of the model internship contracts.

Recognition of the internship:

After completing the internship, recognition as a proper part of your curriculum must be applied for. The following documents shall be submitted in this precise order:

1. **Completed and signed [application form for the recognition of an internship](#)**
2. **Internship certificate** from the employer stating the exact duration of the internship including a signature (it is sufficient to submit a copy, however the student must be able to present the original certificate upon request)
3. **Written internship report**
4. For internships abroad the [form for recording stays abroad](#) on the basis of the legal requirements of the Higher German Education Statistics Act

The documents should be merged into one PDF document and handed in for recognition **via e-mail** to the internship supervisor.

Please name the file as follows: “Last name, first name_study programme_date.pdf” (example: “Doe, Jane_BA_ICBS_01.01.2020.pdf”). Files that do not meet these specifications will not be processed.

It is recommended to write the report soon after the end of the internship and to submit all documents as soon as possible. However, there is no deadline for the submission of the documents or the recognition of the internship. It is strongly recommended that the report is submitted approximately one month before the date the recognition is due; a shorter processing period cannot be guaranteed.

Once examined and recognized, the documents are directly forwarded to the appropriate examination office where, the recognition is indicated by an entry in the HISQIS transcript of records. It is not necessary¹ to register for the internship in HISQIS. There will be no separate notification by e-mail about the recognition from your internship supervisor.

Internship report:

The internship report must provide information on the following points, which define the structure of the report. Remember that the report should not only serve as part of the recognition process of the internship by the internship supervisor, but should also provide information about the employer and the place of work for your fellow students, who might want to view your report later. If the internship is split into two different internships, one report that covers both internships is submitted.

- Brief introduction of the employer
- The road to the internship (How did you get the internship? What is there to tell about the application and selection process?)
- Own activities and tasks during the internship
- Reflection on the relation to the study focus/subjects or the relevance for the desired professional field
- Personal experiences (finding accommodation, leisure activities, (intercultural) challenges)
- Feedback / recommendation of the internship (to others)

The report must be written according to the standards applicable to scientific papers. Reports that contain serious linguistic or formal deficiencies are rejected and must be submitted anew.

Formal requirements:

Black font (e.g. Arial; no font with fixed increments such as Courier), font size max. 12 points, line spacing 1.5, full justification, hyphenation, side margins 2.5 cm left, right and top and 2 cm bottom.

¹Note: If you complete your internship as part of a combined module, e.g. consisting of internship and study abroad period, the corresponding ECTS credits will only appear on your HISQIS transcript of records when both parts have been recognised and booked in HISQIS.

Internship reports may contain illustrations, i.e. pictures including captions (the latter explaining picture content and source). A single image may have a maximum size of one third of a DIN A4 page. One page of illustrations is allowed per ten pages of the internship report. For reports with a different page minimum, this specification applies on an equivalent pro rata basis.

Quotations, e.g. from company brochures, must be marked. Disproportionately long quotations will not be counted towards the required page count. The minimum number of pages specified in each case is to be understood as pure continuous text, i.e. cover page, table of contents, appendices etc. are not taken into account in the page count.

Language requirements:

In principle, the report is to be written in German. If the business language is English, the report may also be written in English.

Further recommendations:

Further advice and recommendations (internship recommendations, model internship contracts in German and other languages) are provided on the website of the [Centre of Careers and Competencies](#) and by the [internship supervisors](#), usually the members of the Study Course Coordination of the Faculty of Arts and Humanities.

Contact person:

You can find the contact details of the study course coordination and academic advice centre (*Studiengangskoordination*) and the Centre for Careers and Competencies at the University of Passau at www.uni-passau.de/zkk
www.phil.uni-passau.de/studium/studiengangskoordination

Summary of the recognition process:

Please submit the following documents:

- Application form for recognition of an internship
- Internship certificate
- Internship report according to the above-mentioned requirements
- if necessary, form for recording stays abroad

merged into one PDF document titled “Last name, first name_study programme_date of submission.pdf” to praktikum@phil.uni-passau.de for acceptance.

The length of the internship report depends on the demanded length of the internship:

- One-month internship: five-page report in German or English
- Six-week, two- or three-month internship: ten-page report in German or English

For the recognition of all internships, the programme coordination of the Faculty of Arts and Humanities is responsible.

REGULATIONS FOR THE INDIVIDUAL DEGREE PROGRAMMES

B.A. International Cultural and Business Studies:

Students under the study and examination regulations as of 2014 or 2020 will either complete

- a) an **internship abroad** of at least **three months** with an internship report in German or English of at least ten pages.

or

- b) an **internship abroad** of at least **two months** with an internship report in German or English of at least ten pages. Furthermore, an **additional excursion or a study project** in the chosen cultural area of at least **eight days** must be completed in accordance with the [Excursion/Study Project Guidelines](#).

or

- c) a **study abroad period of at least one semester** or a corresponding period of study lasting at least three months at a foreign university. **In addition**, an **internship of at least one month in Germany or abroad** must be completed (report of at least five pages in German or English); as well as an **additional excursion or a study project** in the chosen cultural area of at least **eight days** must be completed in accordance with the [Excursion/Study Project Guidelines](#).

In the **study and examination regulations version as of 2020** a course worth five ECTS credits needs to be recognised in order to have your study abroad stay recognised as a compulsory part of your curriculum in module area E.

B.A. European Studies:

Students under the study and examination regulations as of 2014 or 2019 versions will either complete

a) a **three-months internship abroad** with an internship report in German or English of at least ten pages

or

b) a **two-months internship in Germany or abroad** with an internship report in German or English of at least ten pages. In addition to the two-month internship in Germany or abroad, students must complete a **study abroad period of at least one semester** or a corresponding period of study lasting at least three months at a foreign university.

In the **study and examination regulations version as of 2019** a course worth five ECTS credits needs to be recognised in order to have your study abroad stay recognised as a compulsory part of your curriculum.

B.A. European Studies Major:

Students under the study and examination regulations versions as of either 2014 or 2019 complete an **internship abroad** of at least **three months** in addition to their academic year abroad with an internship report in German or English of at least ten pages.

B.A. Governance and Public Policy:

Students under the study and examination regulations versions as of either 2010 or 2018 complete an **internship** of at least **two months in Germany or abroad** with an internship report in German or English of at least ten pages.

B.A. Media and Communication:

Students complete an **internship** of at least **eight weeks in Germany or abroad** (study and examination regulations as of 2017) or an **internship** of at least six weeks **in Germany or abroad** (study and examination regulations as of 2010) with an internship report in German or English of at least ten pages.

B.A. Language and Text Sciences:

Students under the study and examination regulations as of 2010 or 2018 complete an **internship** of at least **three months in Germany or abroad** with an internship report in German or English of at least ten pages.

B.A. Historical Cultural Studies/Historical Sciences:

Students under the study and examination regulation version as of 2015 complete an **internship** of at least **three months in Germany or abroad**, students studying under the study and examination regulations version as of 2018 complete an **internship** of at least **two months in Germany or abroad**. An internship report in German or English of at least ten pages must be submitted.

M.A. International Cultural and Business Studies:

Students will complete an **internship** of at least **three weeks** (study and examination regulations 2014) or of at least **four weeks** (study and examination regulations 2020) **in Germany or abroad** in order to fulfil the project work demanded in module area A as an alternative to an individually conducted research project. In case you decide to complete an internship, you have to submit a report of at least ten pages in German or English. The [Guide to Project Work](#) and the [recognition form](#) can be found on the pages of the [Programme Coordination](#).

M.A. Development Studies:

Within the module area D “Transfer” (study and examination regulations 2019 only) students need to complete a project module of **at least four weeks**. This can be in the form of an individual research project, or in the form of an **internship in Germany or abroad**. In case of an internship, students have to submit a report of at least ten pages in German or English. The [Guide to the Project Work](#) and the recognition form can be found on the pages of the [Programme Coordination](#).

M.A. Geography: Culture, Environment and Tourism:

Students studying under the study and examination regulations as of 2018 need to complete an **internship abroad of at least one month**. The qualification target of the internship needs to be agreed upon with the head of the examination board of the degree programme before the internship starts, [Professor Dr Dieter Anhuf](#). A report of at least five pages in German or English has to be submitted for recognition has to be handed in with the Study Course Coordination.

M.A. Governance and Public Policy:

Students studying under the study and examination regulations as of 2015 can choose to complete a **four-week internship in the master's thesis module**. You must submit a report of at least five pages in German or English for the recognition.

M.A. Historical Sciences:

Students can choose to complete a **one-month or a two-month internship in Germany or abroad**. For the recognition of a one-month internship a report of at least five pages must be submitted, for the recognition of the two-months internship a report of at least ten pages in German or English is required.